



# Welcome to Lawson Gardens

*A popular location for spring, summer and fall weddings*

Renters Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone of Brides Parents: \_\_\_\_\_ Grooms: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Rental: \_\_\_\_\_ To: \_\_\_\_\_

Time of Ceremony: \_\_\_\_\_ Permit #: \_\_\_\_\_

- **Rental is in four hour blocks, which includes set up and clean up. Choice is either Noon-4PM or 4:30PM-8:30PM. Morning block arranged upon request.**
- **At this time we can NOT provide public restrooms, labor or guards to watch your articles and equipment.** (Others have used motor homes for restrooms or rented port-a-potties, which are to be placed in the NW corner of the parking lot on the gravel).
- **Power is available and extension cords may be checked out at the Parks and Rec office.**
- **You may use chairs in the park. You are responsible for set-up and take down of chairs, within your reserved time period.** (Chairs are not provided by Parks & Recreation. You may rent chairs at Sun Rental, 509 332-2444 or from other sources) .
- **You may place a fountain in the reflecting pond.** (Different spray fountains may be rented at Sun Rental)
- **We will provide signage for bridal party parking.**
- **If you are using any kind of staking, please call Varnel Williams at 509-338-3285.**
- **Throwing or use of bird seed is not permitted within the park.**
- **We do NOT provide staff for your wedding.**
- **Gates within the park will NOT be unlocked without a written request for handicap access.**
- **The Pullman city policy is NO alcohol permitted in any Pullman Park.**
- **Receptions are allowed in Lawson Gardens.**
- **If amplified music is planned must not exceed 55dBA. Speakers should be positioned to face the parking lot.**
- **Any damage done to the garden as a result of your wedding will be billed to you including labor and replacement cost.**
- **PLEASE TREAT THE GARDENS WITH RESPECT! Your cooperation in not picking the flowers or walking in the flower beds is greatly appreciated.**

50% OF FACILITY RESERVATION FEE WILL BE REFUNDED FOR A CANCELLATION REQUESTED FROM THE DAY THE RESERVATION IS MADE UP TO TWO MONTHS PRIOR TO THE EVENT. ANY CANCELLATION MADE WITHIN TWO MONTHS OF RESERVED DATE IS NON-REFUNDABLE, UNLESS INCLEMENT WEATHER PERSISTS THE DAY OF THE RESERVATION.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Signature of Park and Recreation Employee

**Please call two weeks before ceremony to  
reconfirm reservation. 509 338-3227.**